

Business and Industry Needs Survey Results

Objective

The objective of the survey is to identify the competencies and indicators that are important to business partners when hiring for entry-level positions.

Sample Information

A total of 75 surveys were sent on February 14 to businesses that hire PUHSD students from the COE classes. Four surveys were returned by the Post Office as undeliverable. As of March 17 a total of 26 responded to the survey. This is a 37 percent response rate.

Questionnaire

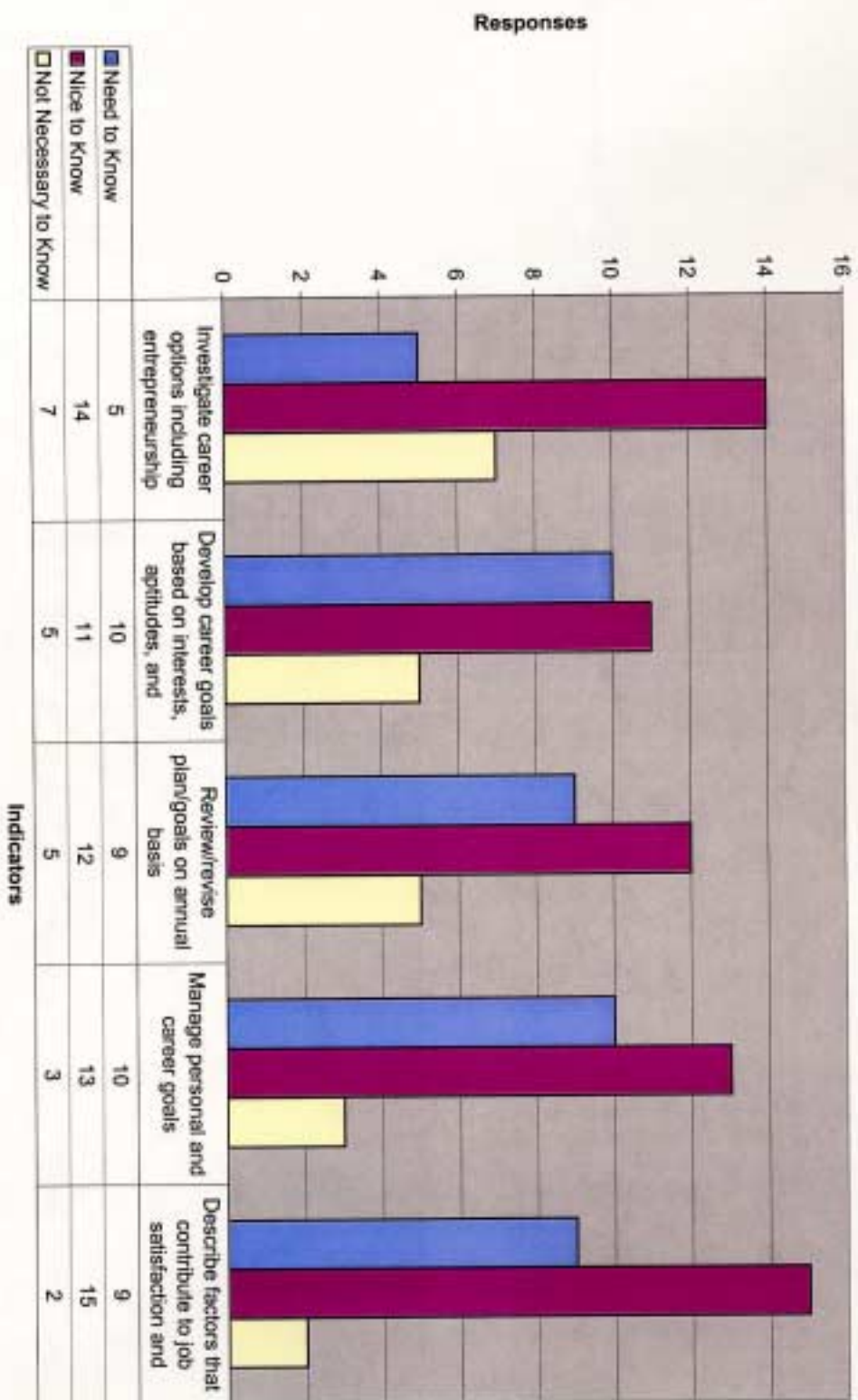
The questionnaire was requesting information about the twenty-two proposed state competencies for the Business Management and Administrative Services program. The respondents were to identify whether they believed the indicators should be considered "Need to Know," "Nice to Know," or "Not Necessary to Know." The context of this belief was for the student to be an entry-level employee.

Data Analysis

To meet the objective of the survey the results were tabulated to identify the indicators or competencies were most important to business partners. The categories of "Need to Know" or "Nice to Know" were considered important to the hiring process. When the total of those options were chosen by approximately 50% of the respondents the competency, and in some cases the indicator, was considered to be important or somewhat important and should be a part of the Business Education curriculum.

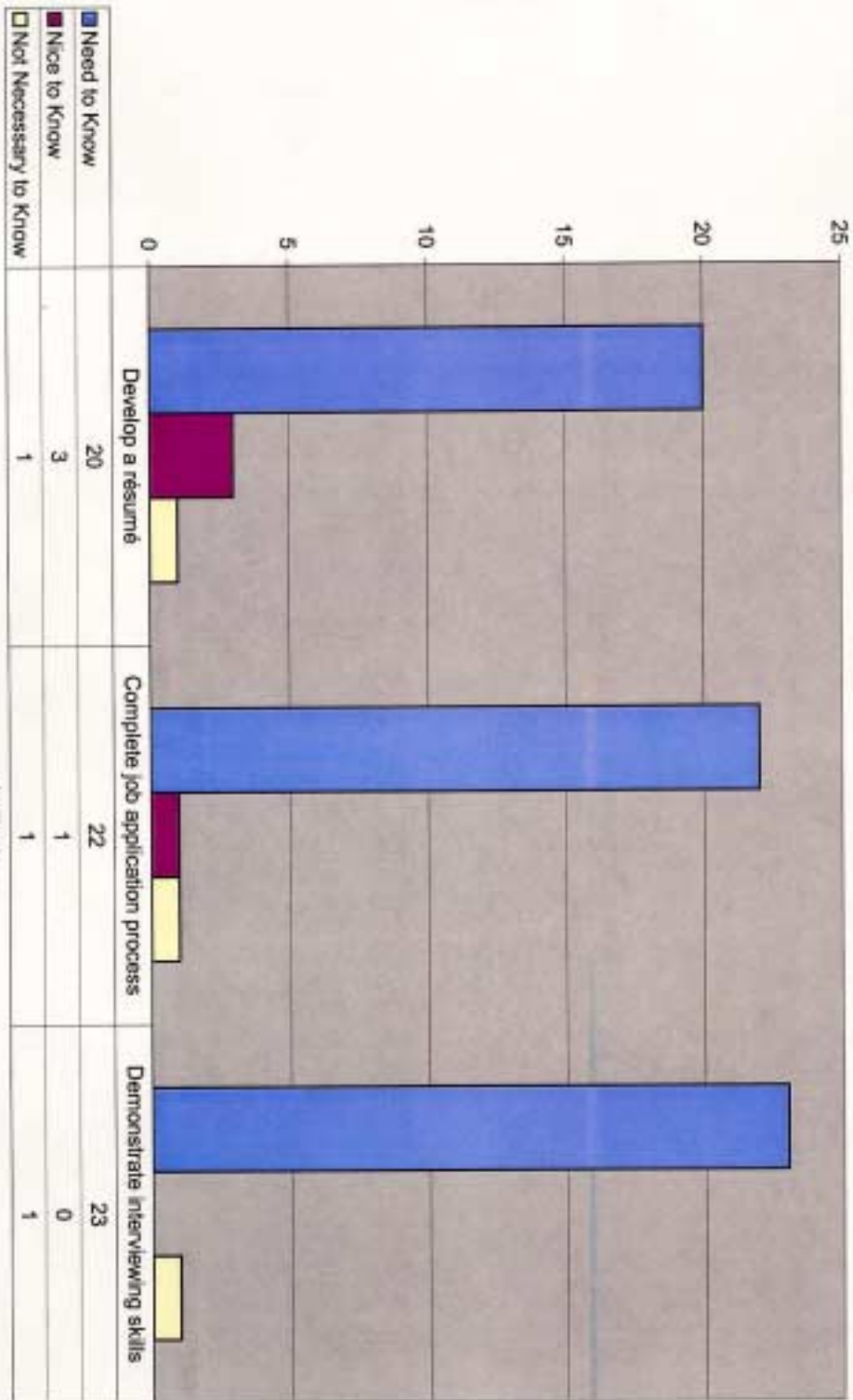
The results were tabulated and charts were generated to depict the results by competency.

Develop an Individual Career Plan (1.0)



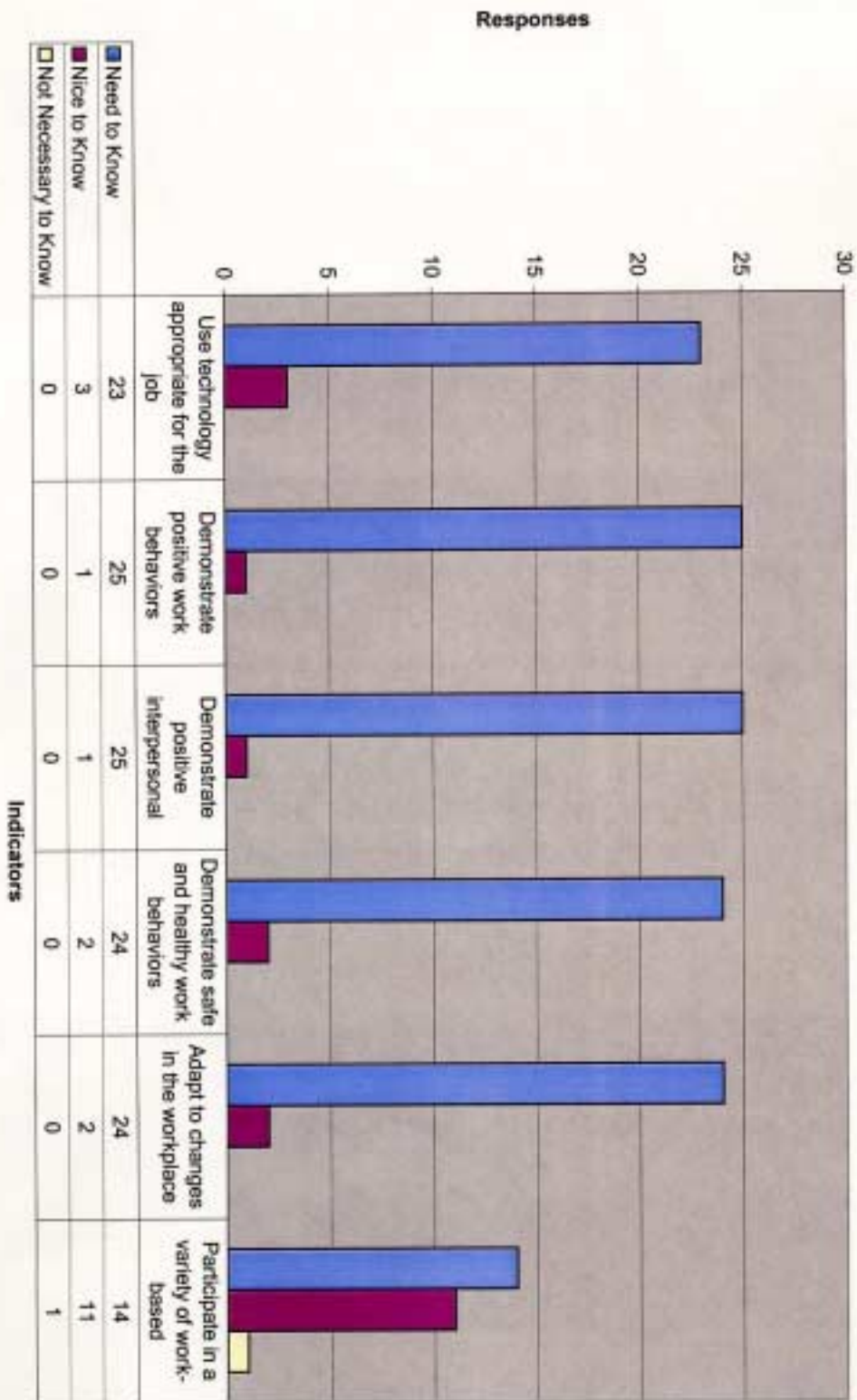
Prepare For Employment (2.0)

Responses

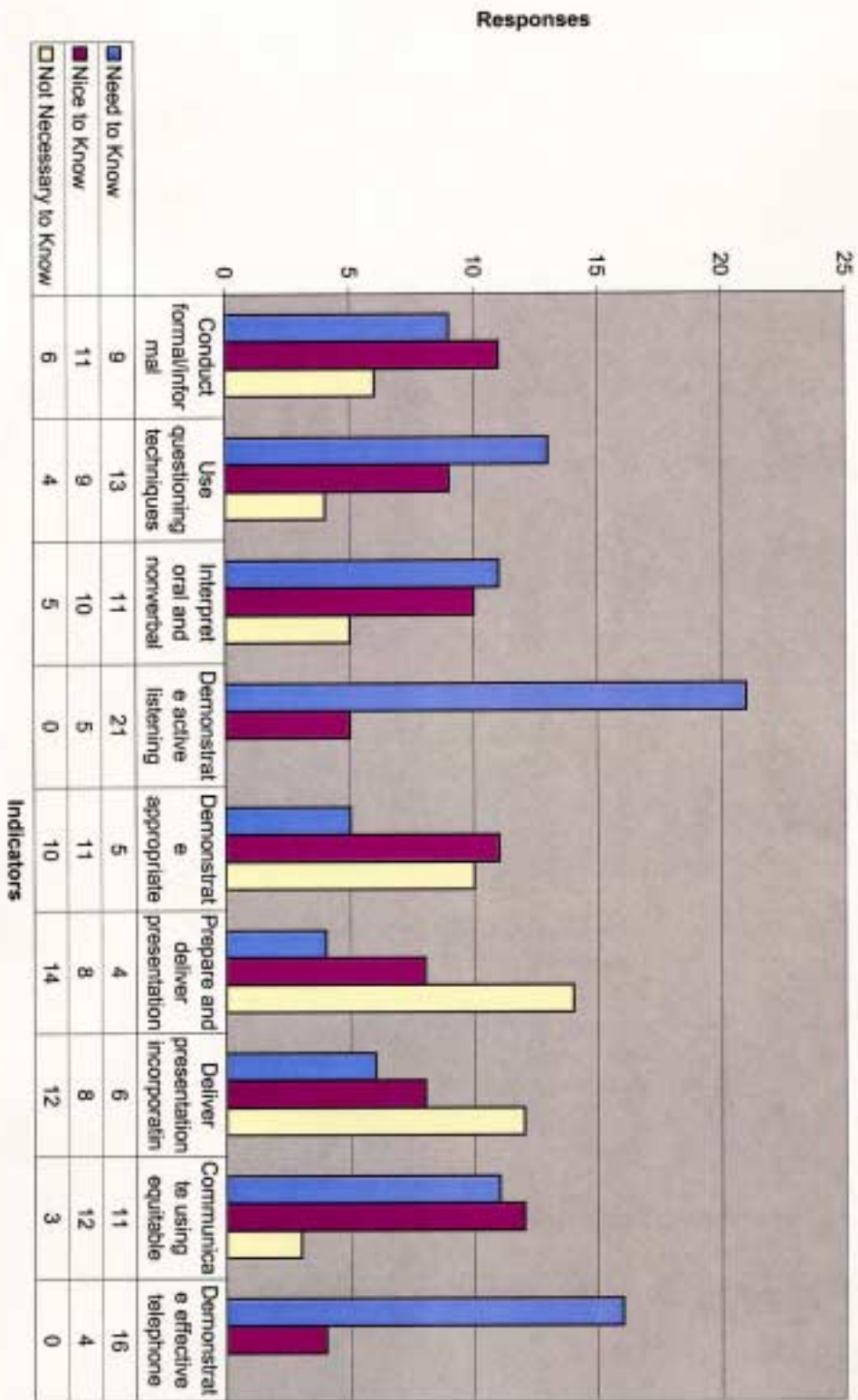


Indicators

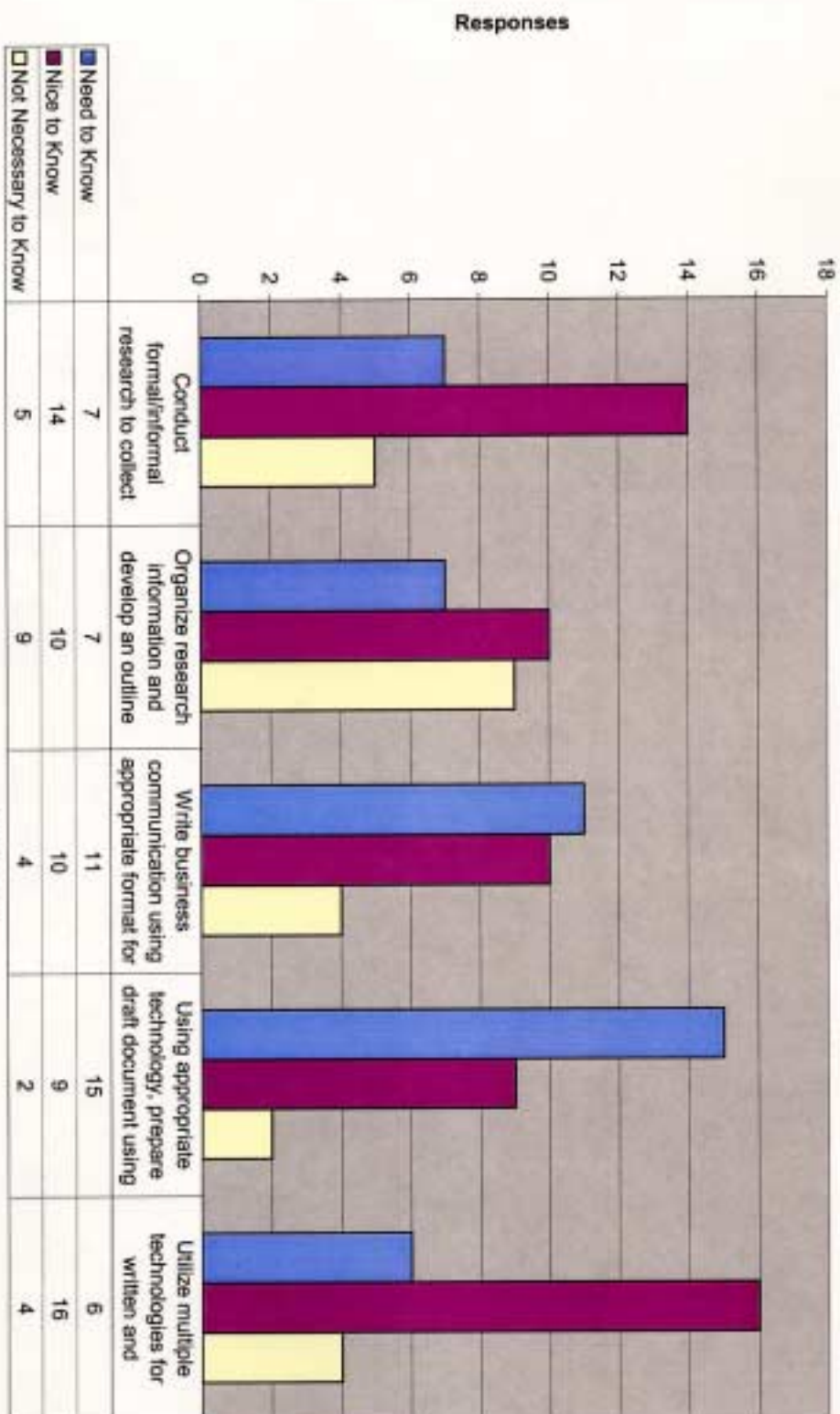
Participate in Work-Based Learning Experiences (3.0)



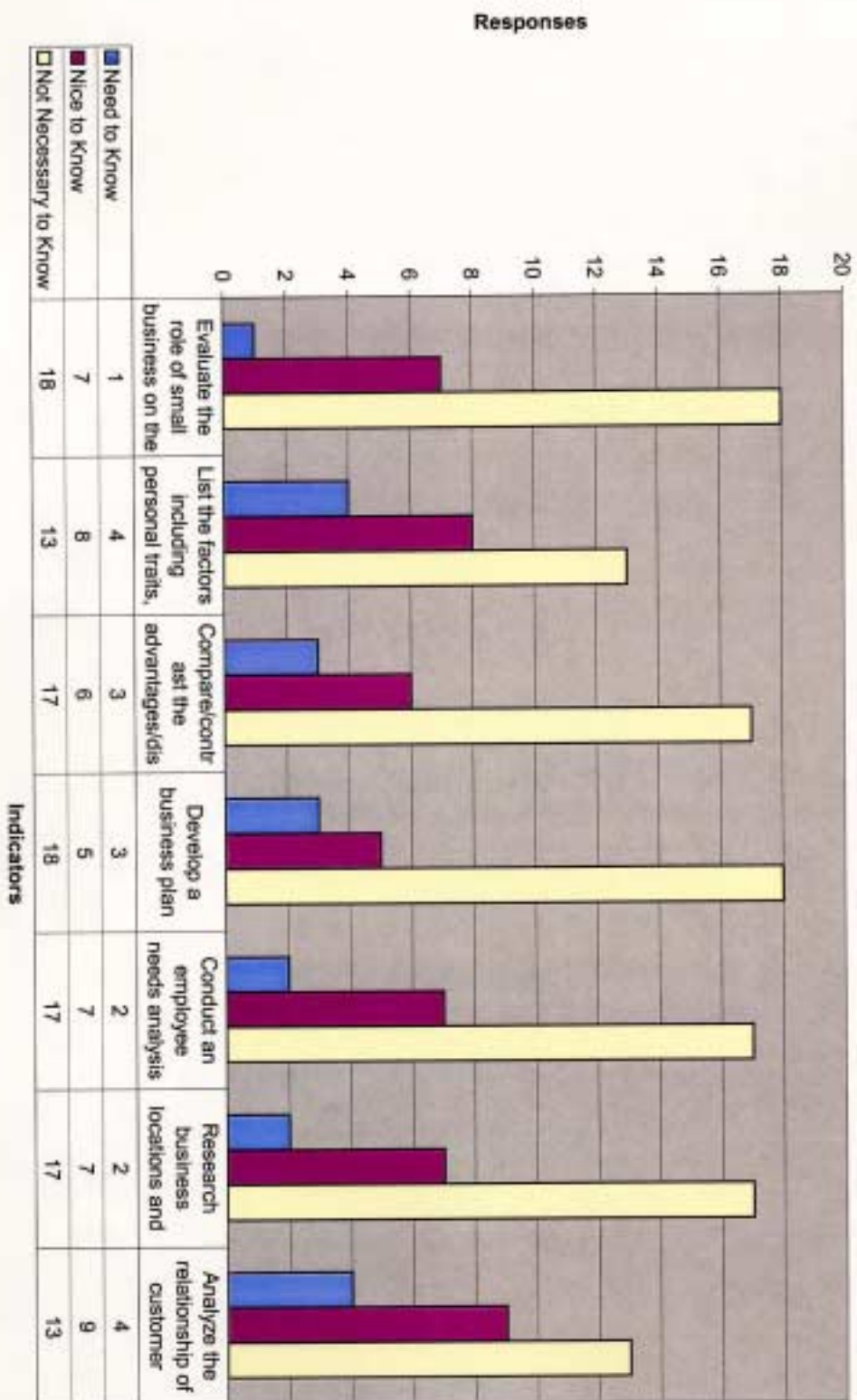
Demonstrate Oral Communication Skills (4.0)



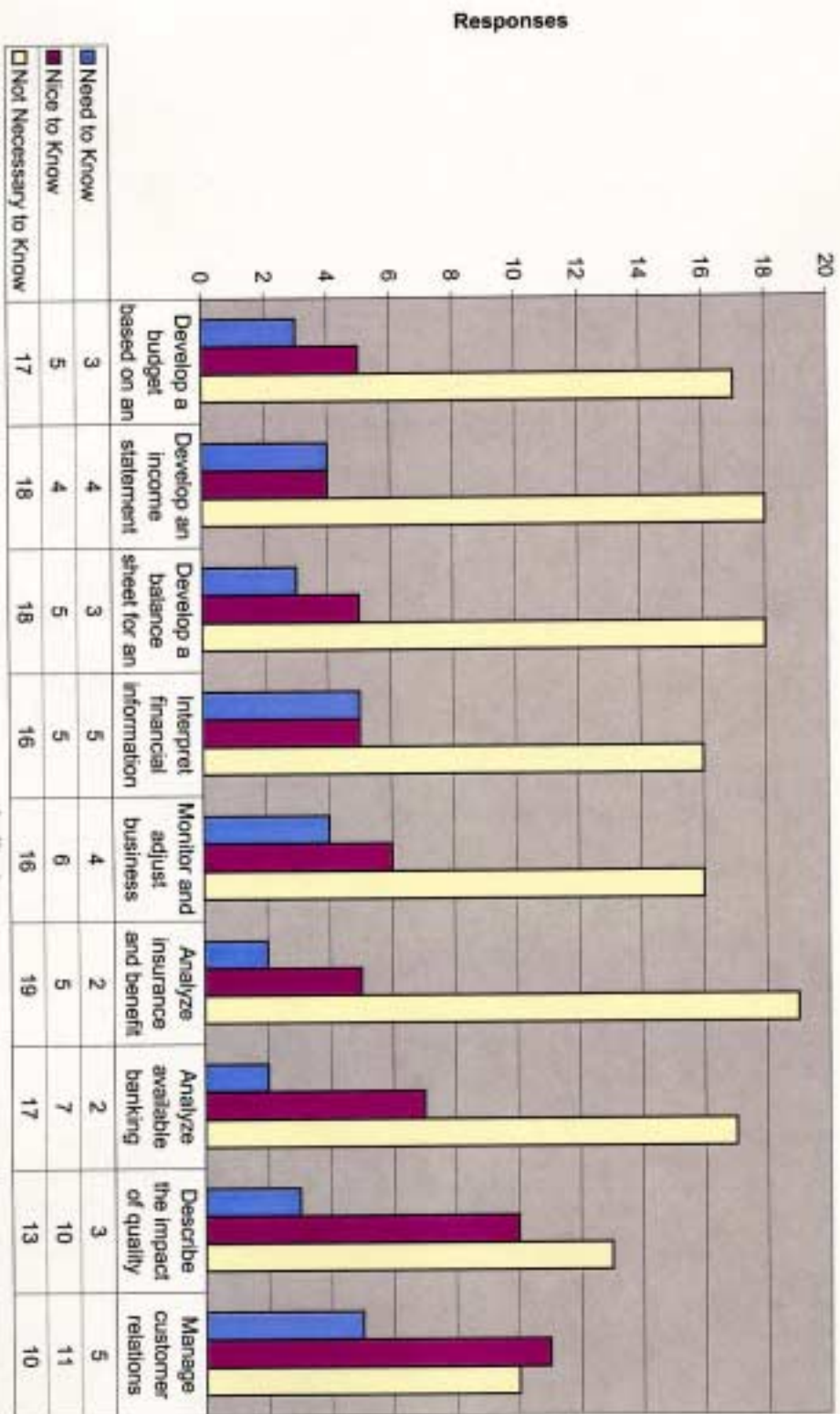
Demonstrate Written Communication Skills (5.0)



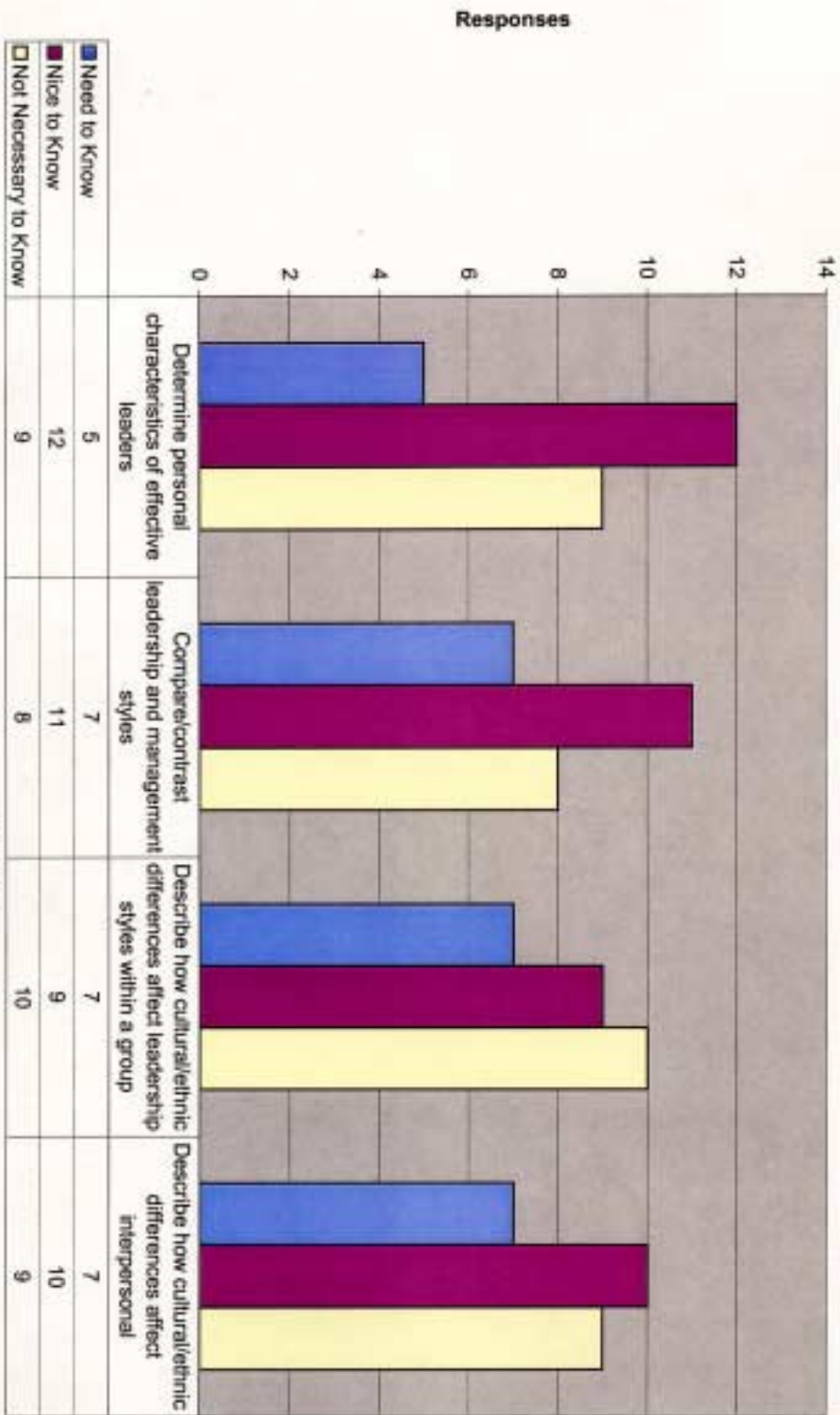
Evaluate the Role of Small Business (6.0)



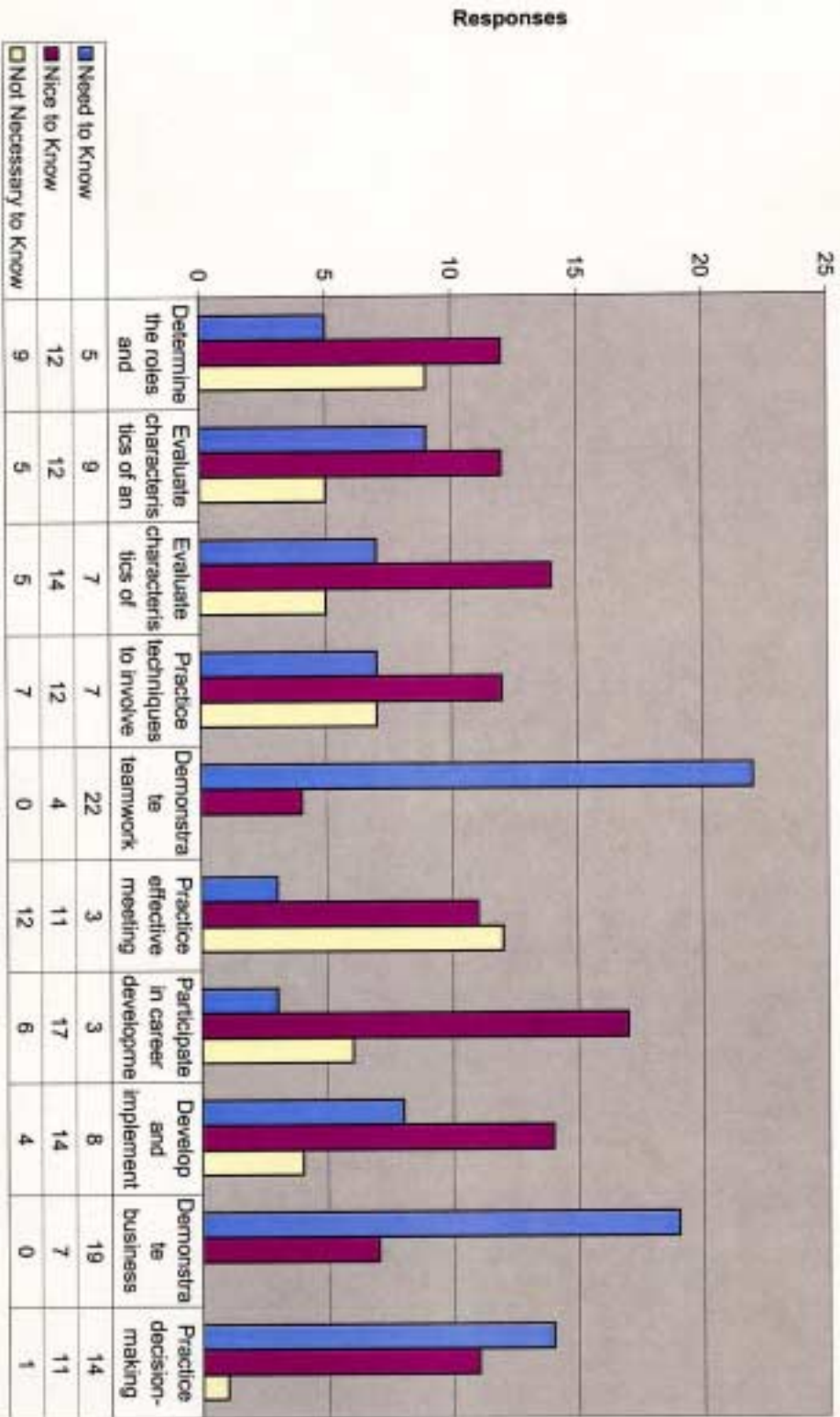
Demonstrate Business and Financial Management Practices needed for Entrepreneurs (7.0)



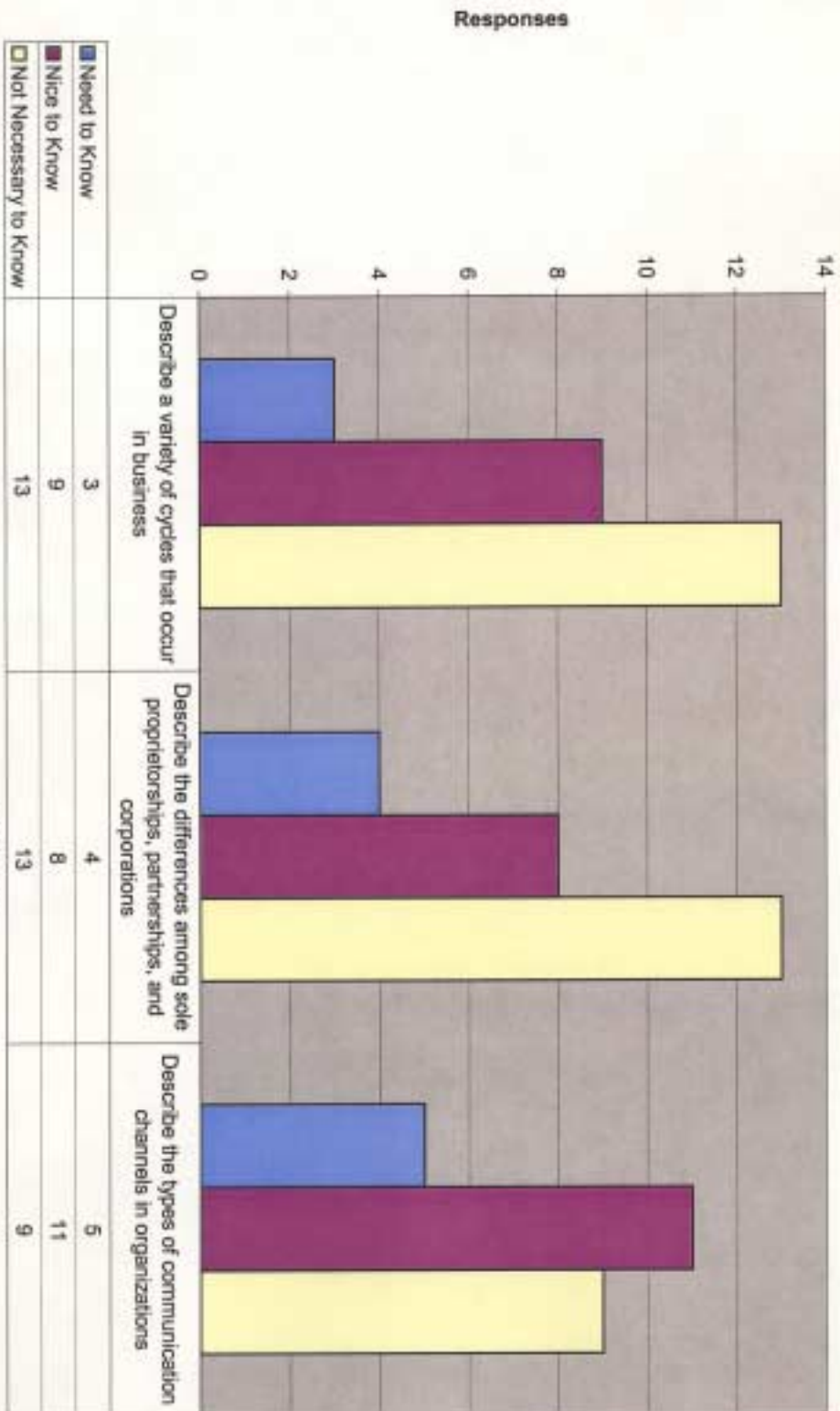
Evaluate Leadership Styles Appropriate for the Workplace (8.0)



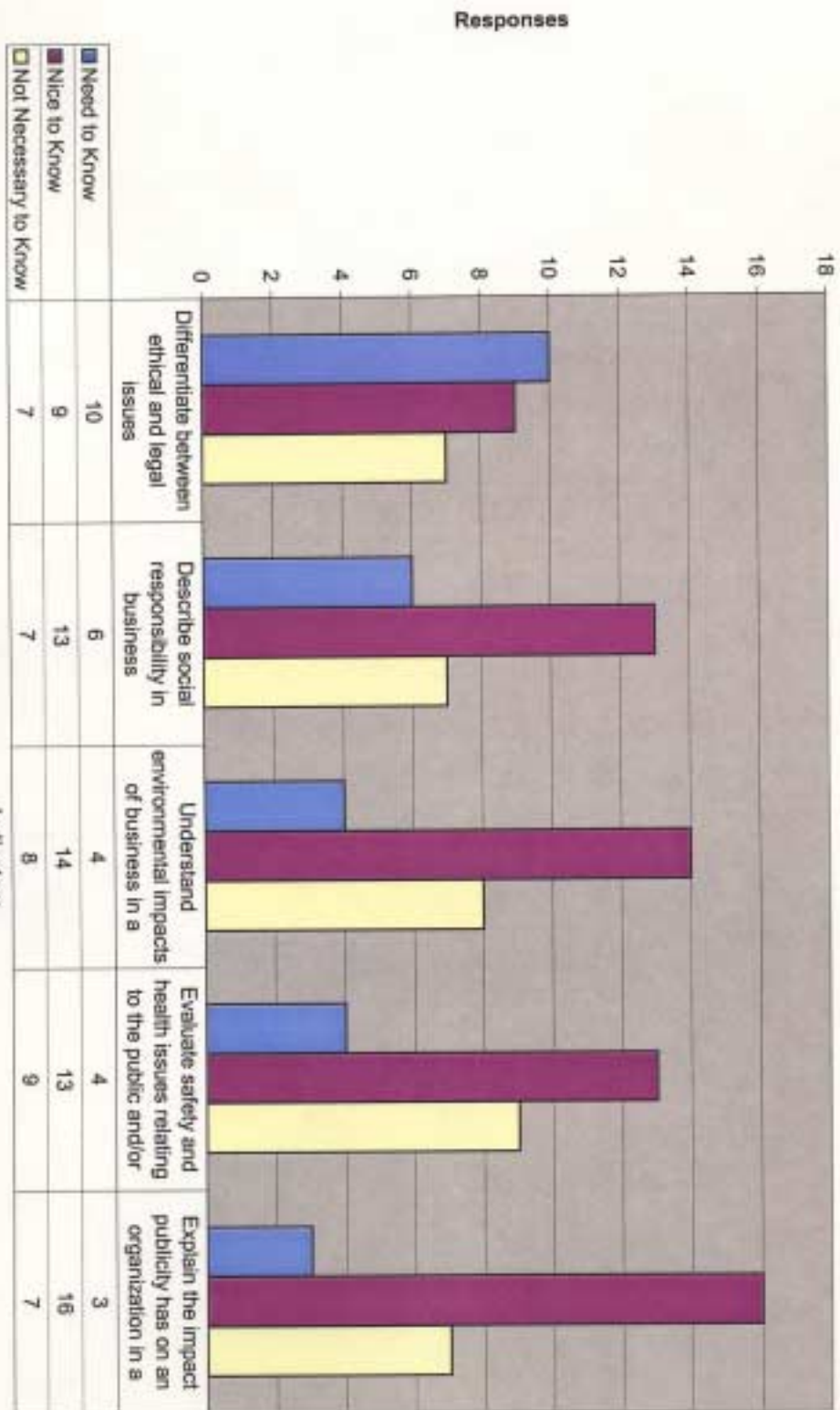
Participate in Leadership Activities (9.0)



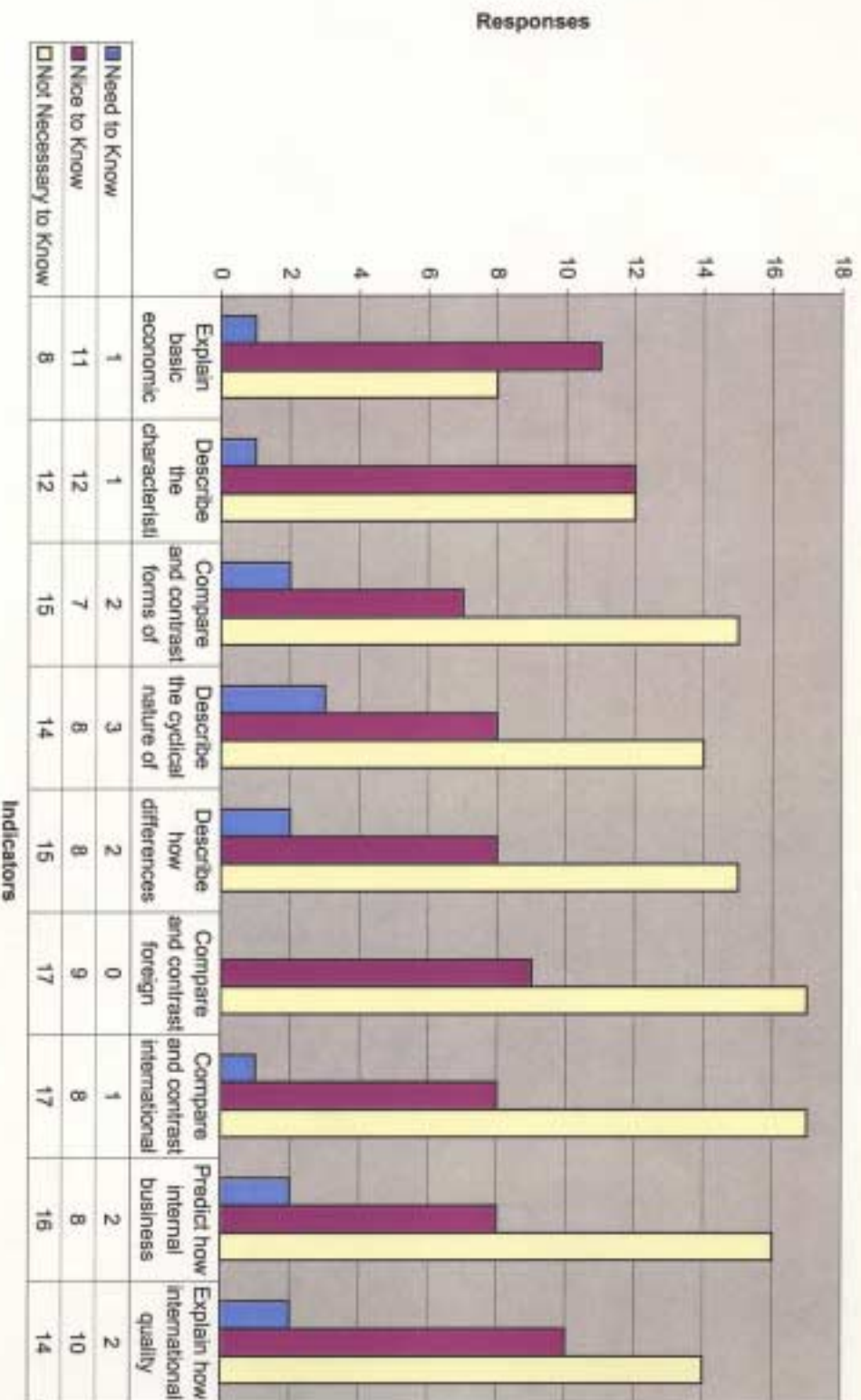
Explain Business Functions Within an Organization (10.0)



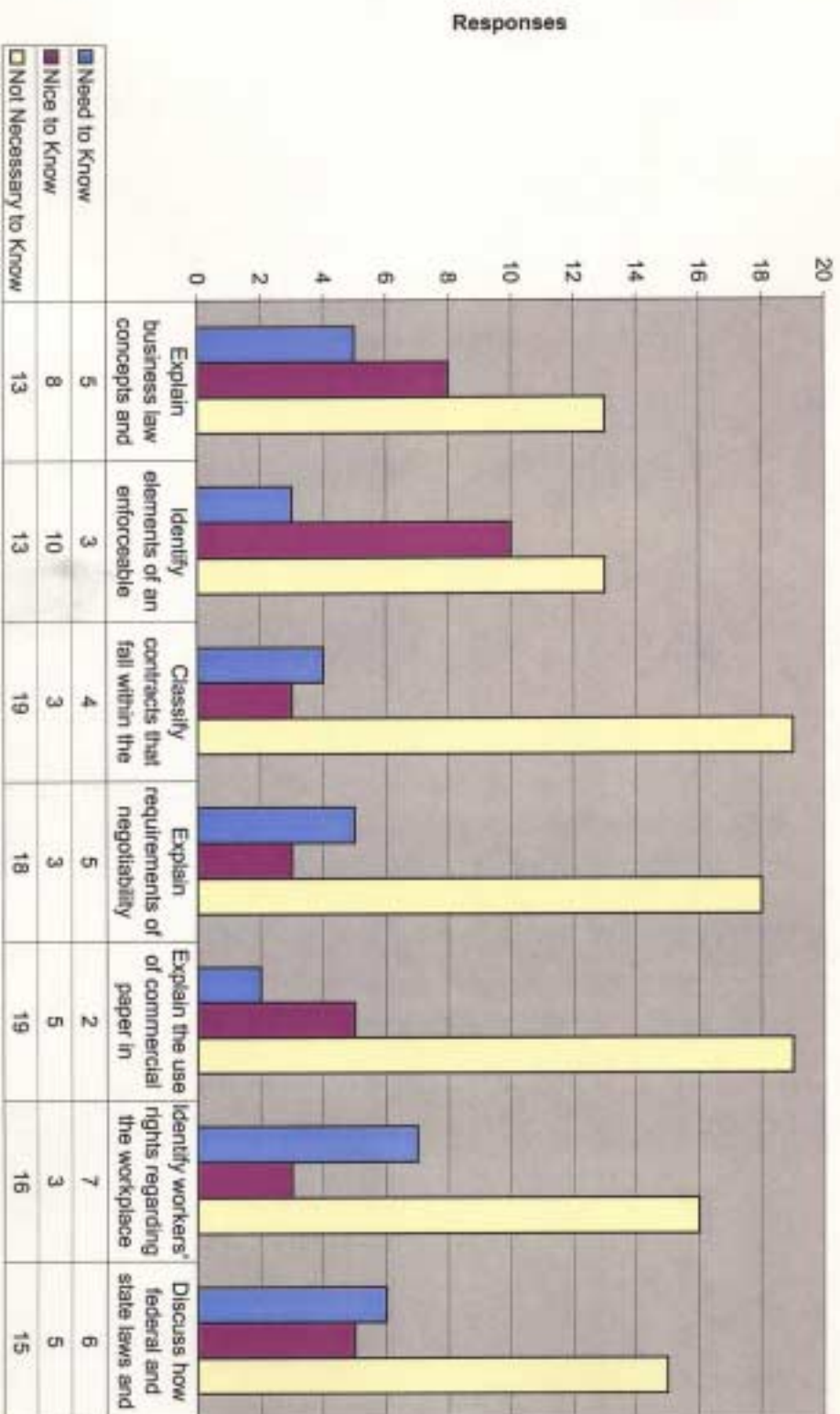
Explain Business Ethics (11.0)



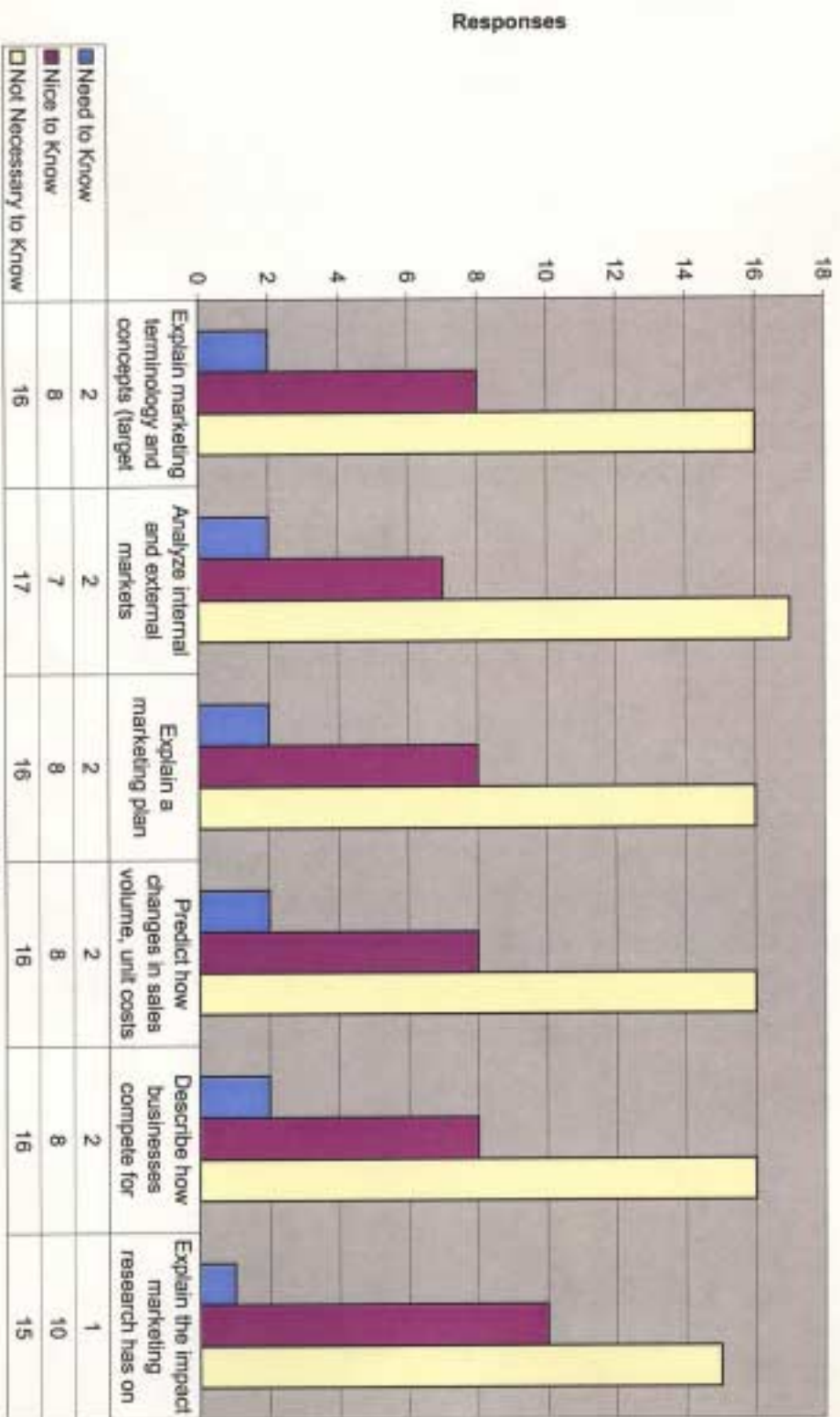
Discuss Principles of Economic Systems (12.0)



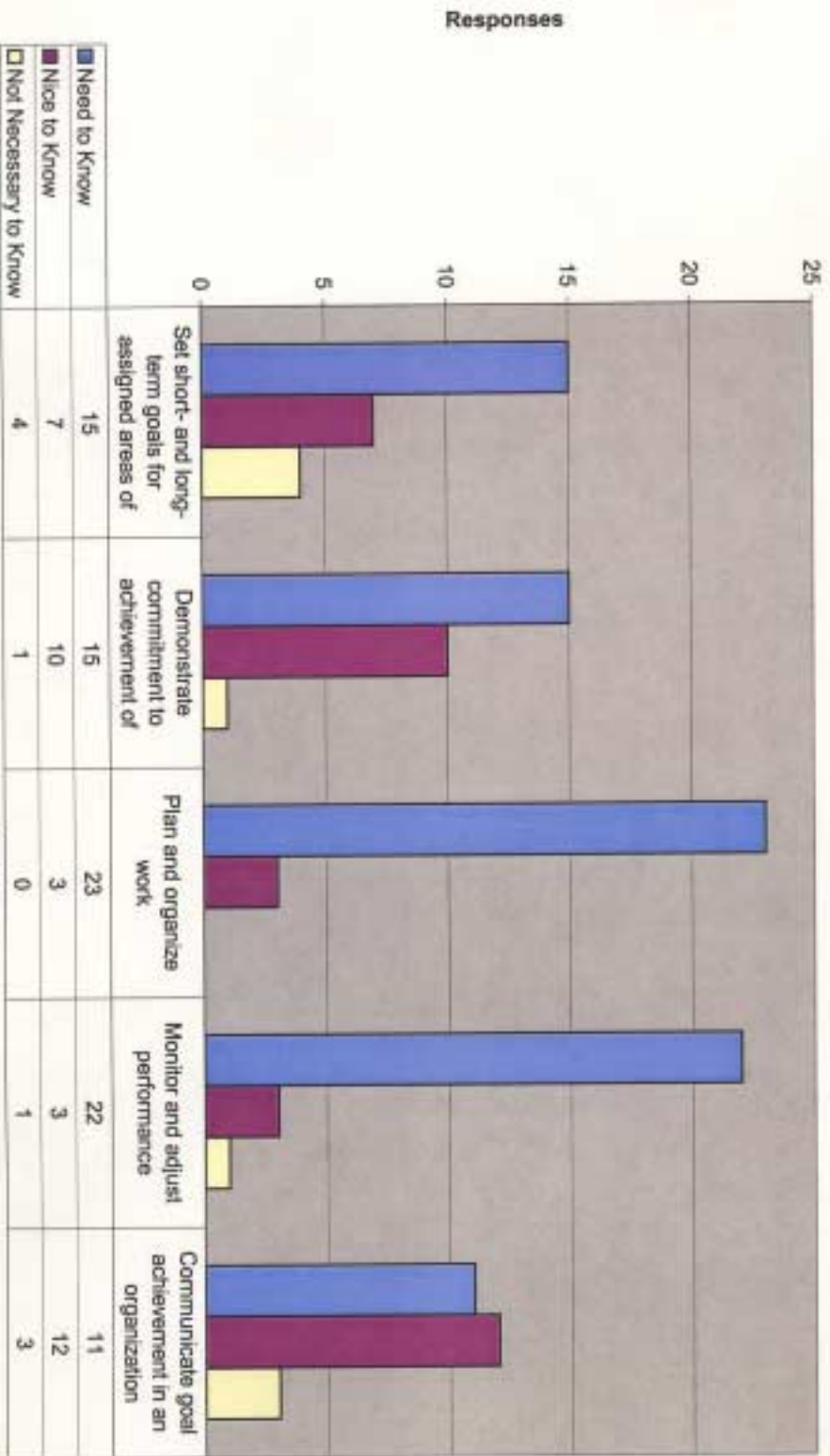
Discuss Legal Concepts that Apply to Business (13.0)



Demonstrate Marketing Concepts (14.0)

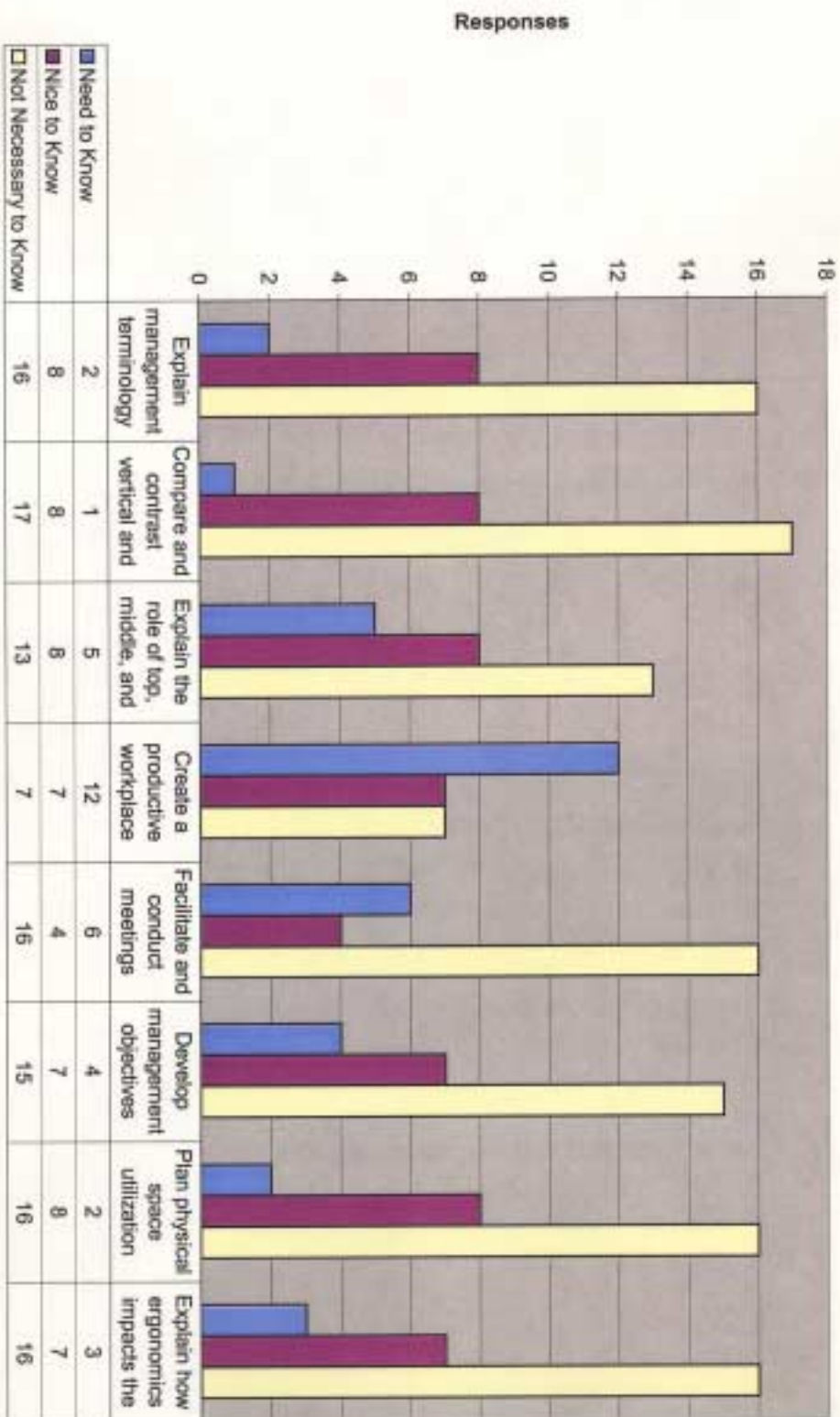


Determine Personal Responsibility and Accountability Activities Consistent with Established Organizational Goals (15.0)

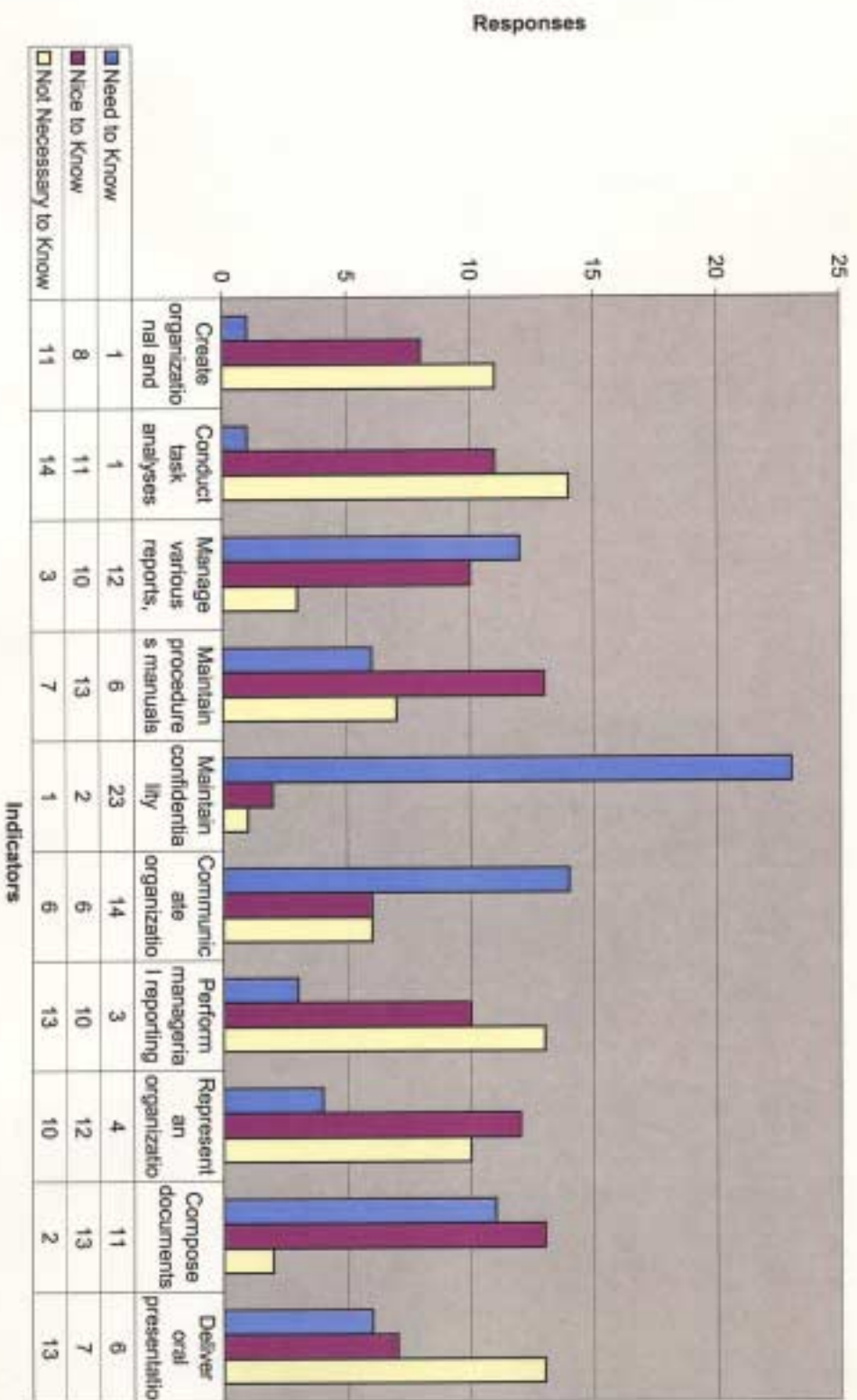


Indicators

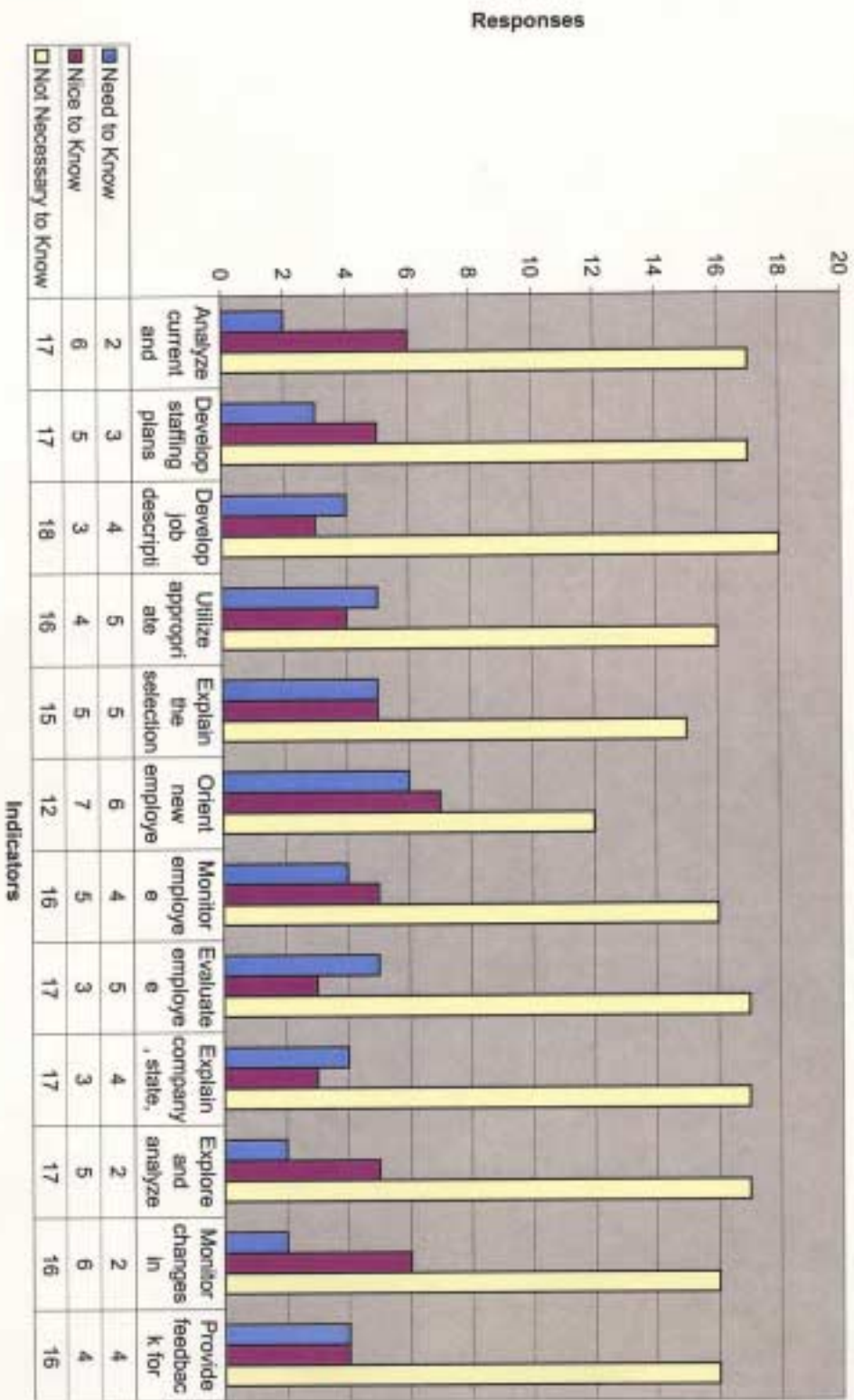
Demonstrate General Management Practices (16.0)



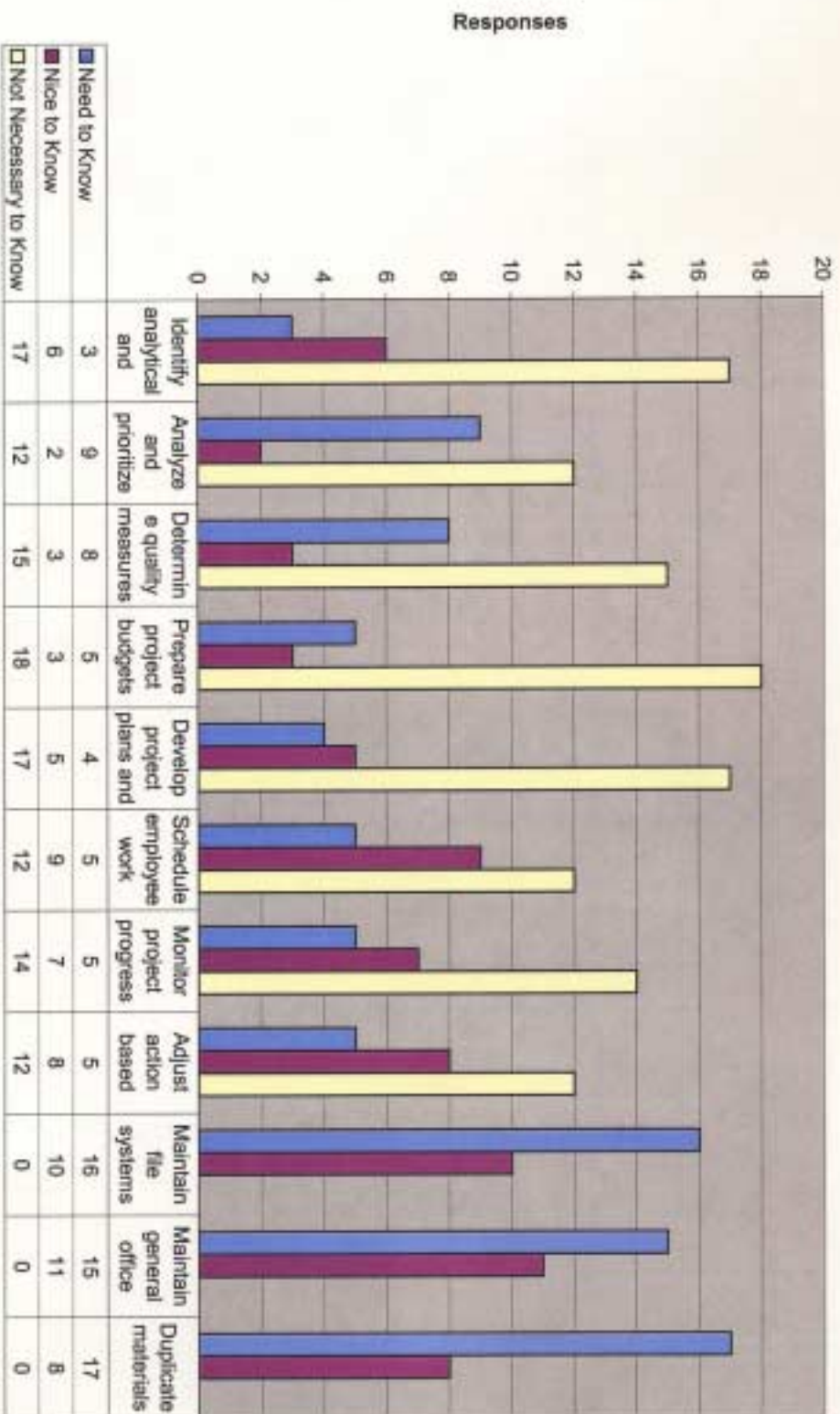
Demonstrate Administrative and Communication Functions (17.0)



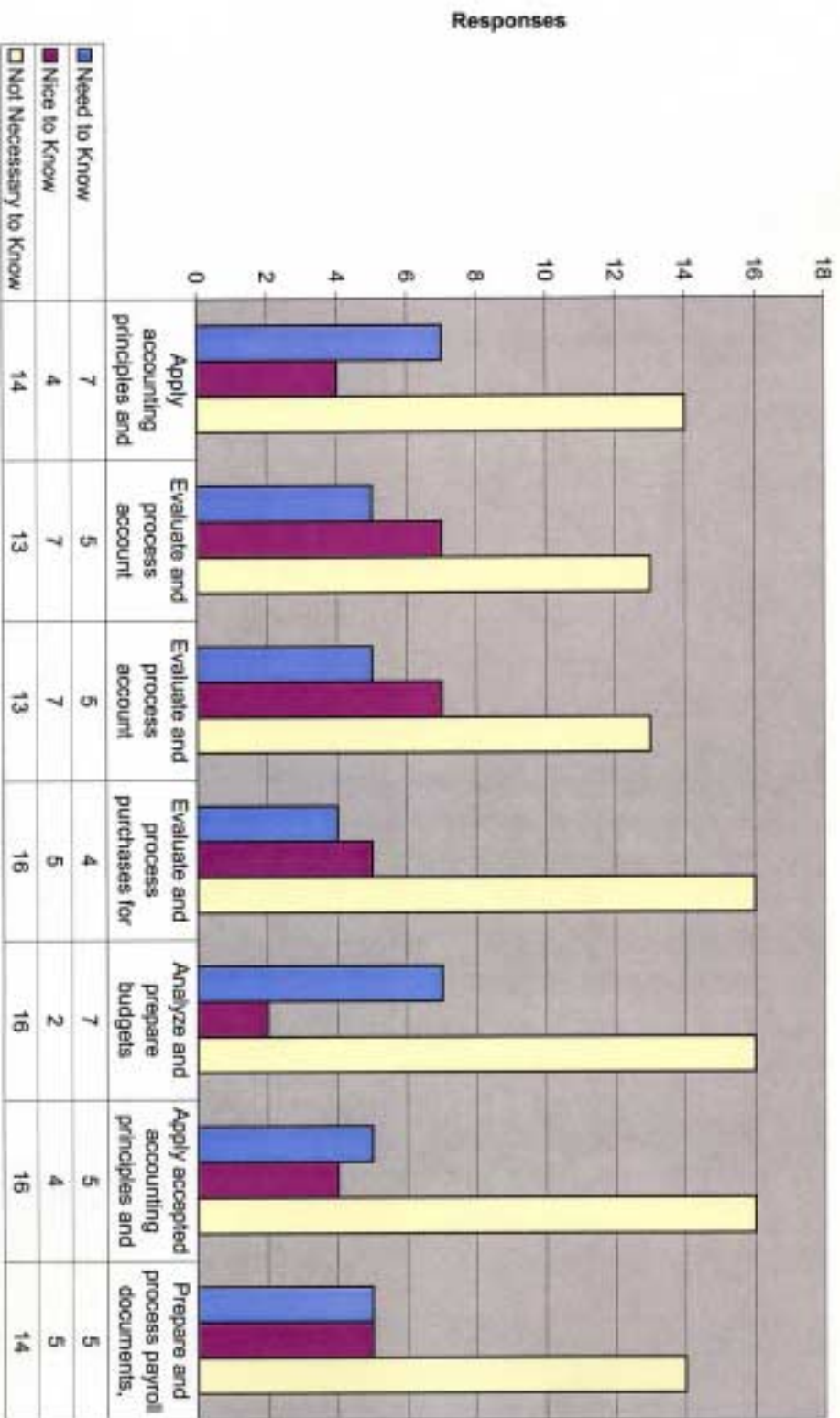
Demonstrate Human Resource Management Functions (18.0)



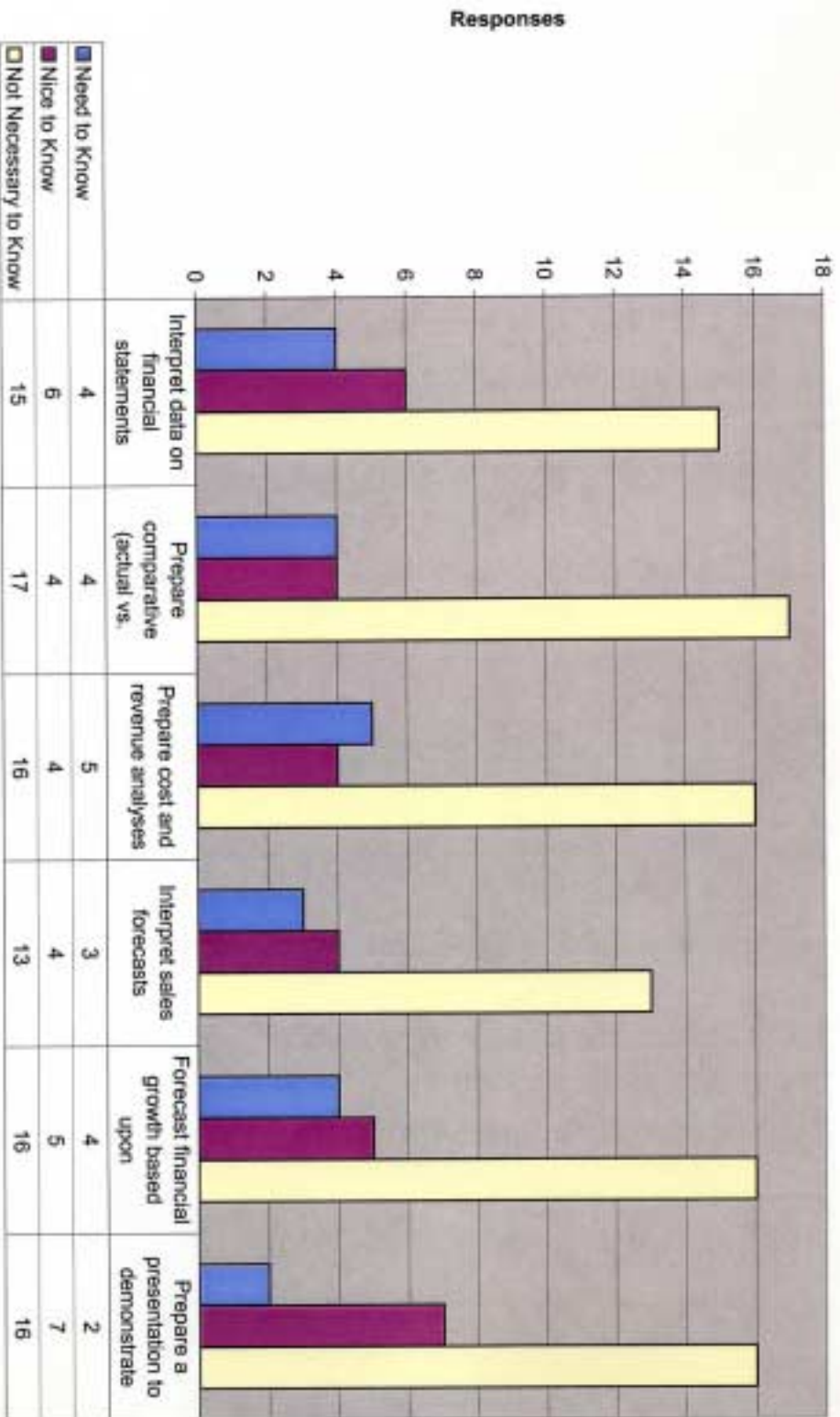
Perform General Office Management Functions (19.0)



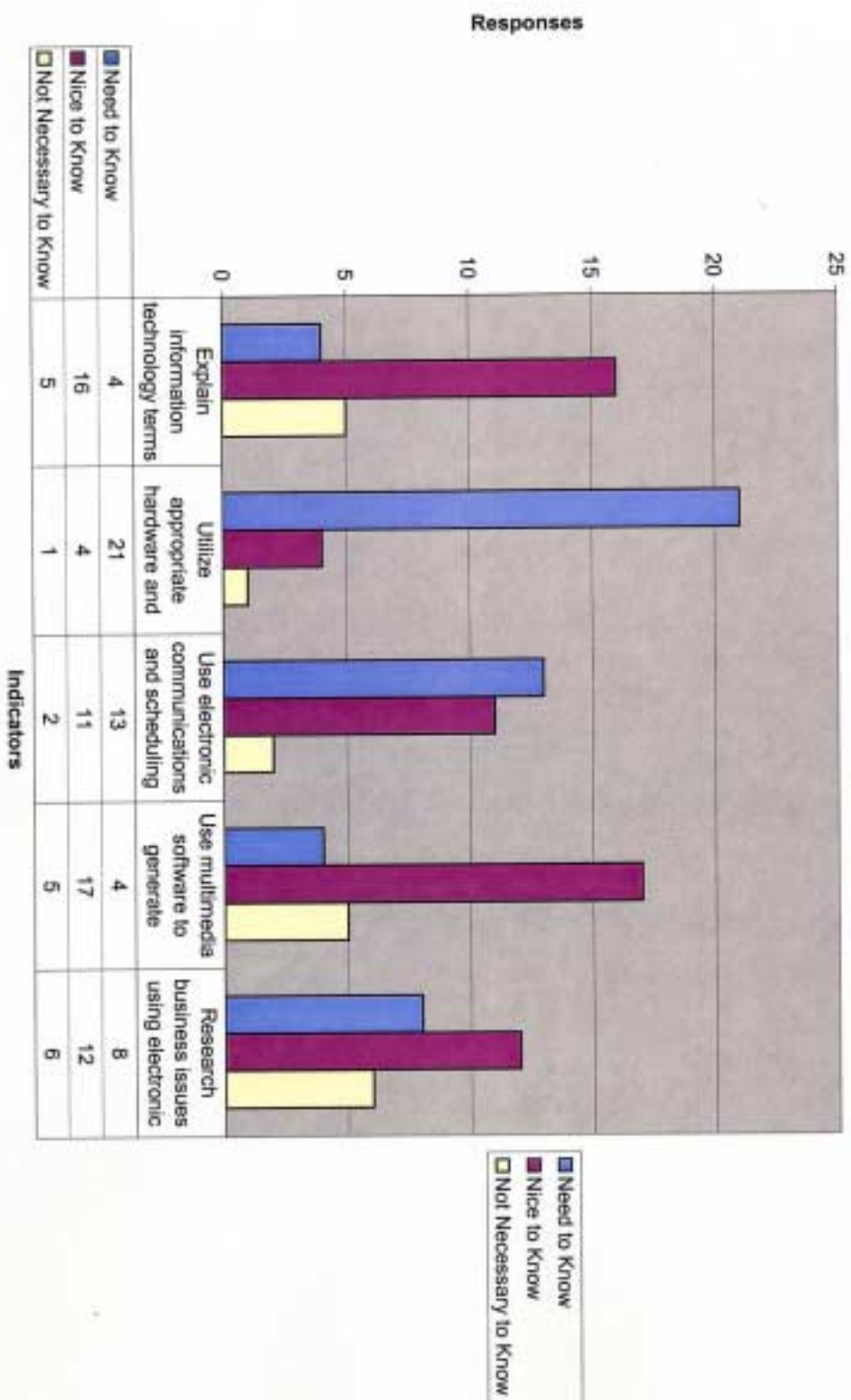
Use Accounting Information to Make Business Decisions (20.0)



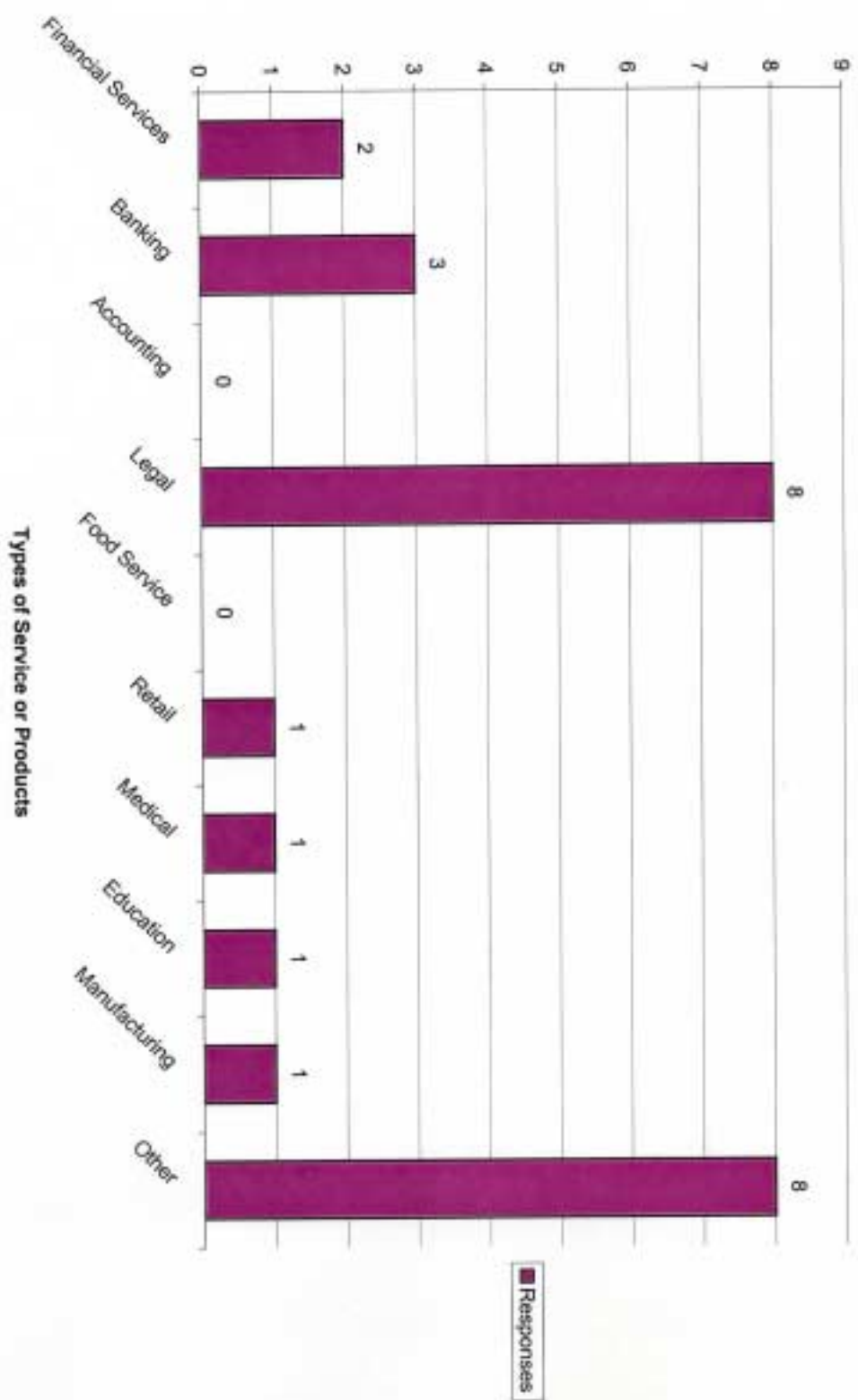
Perform Financial Analyses to Make Business Decisions (21.0)



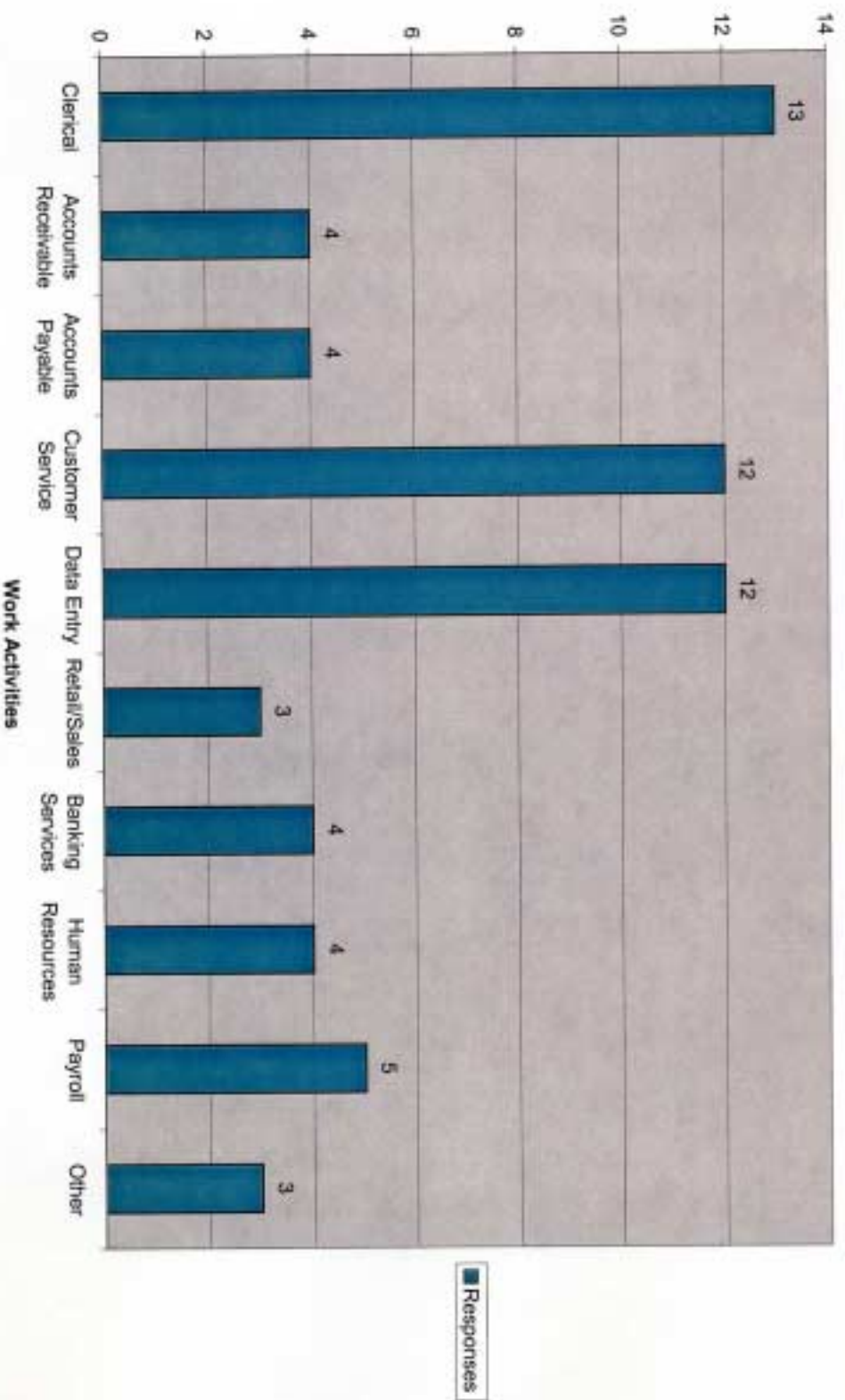
Use Computerized Systems and Technology (22.0)



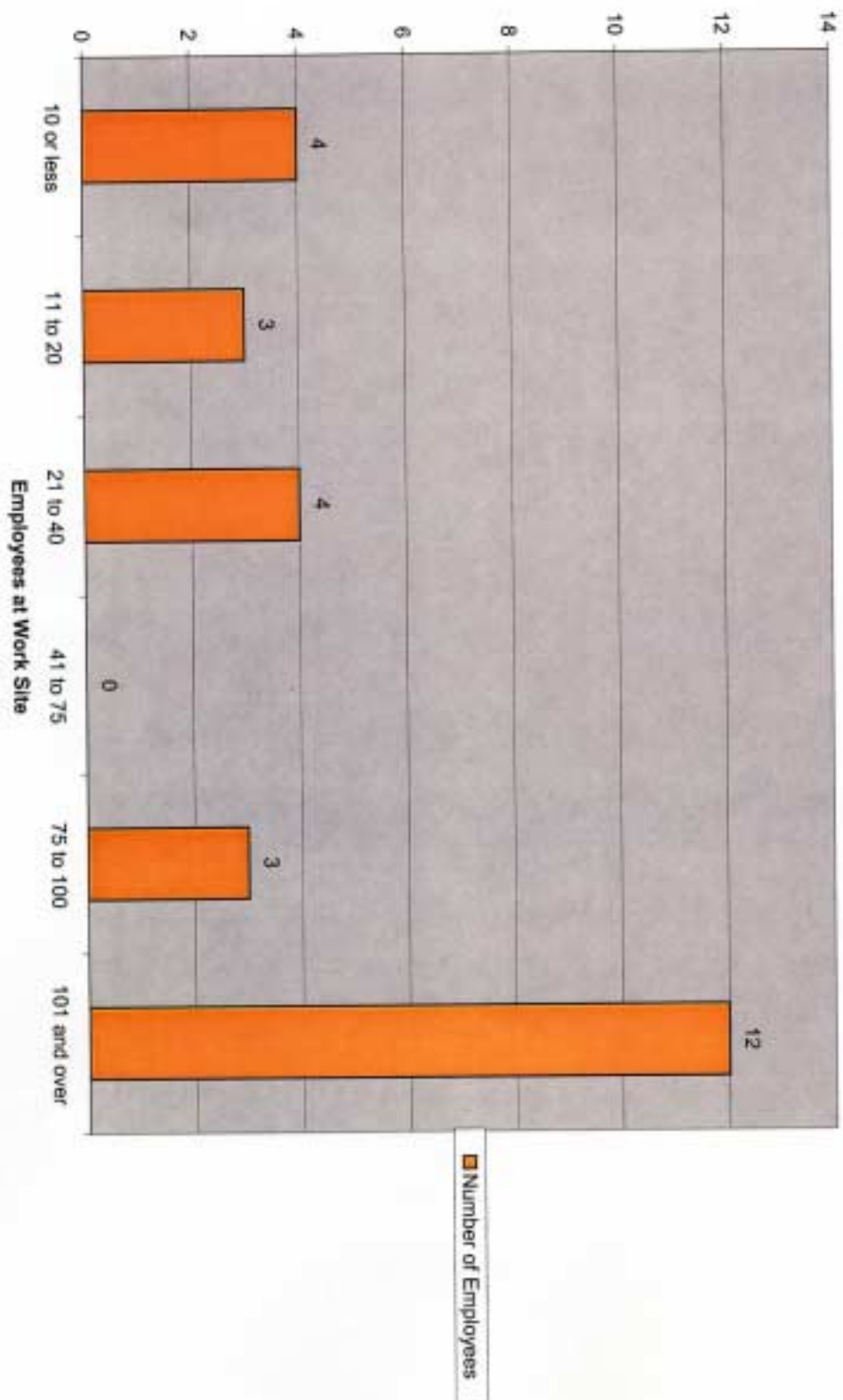
Business and Industry Demographics



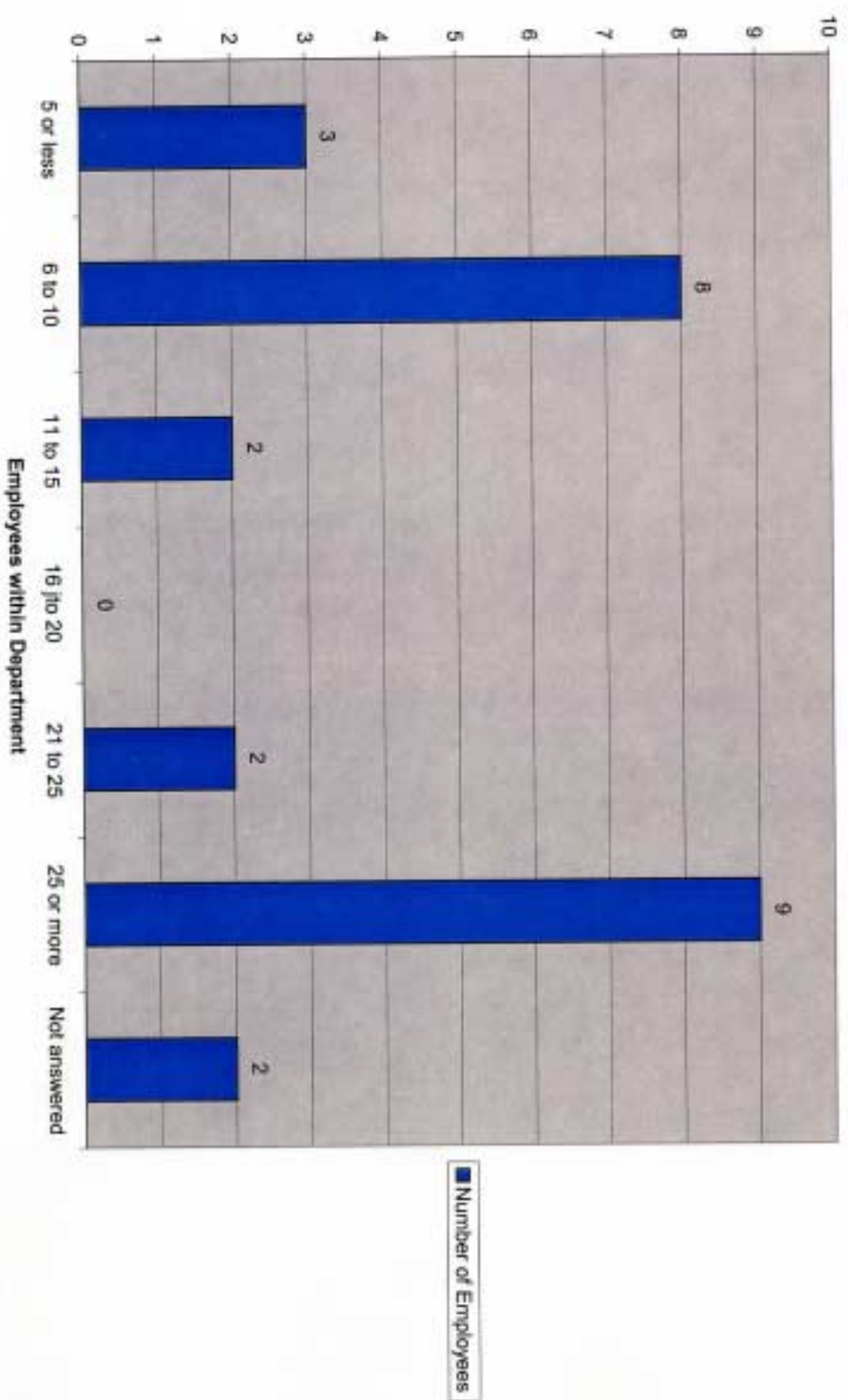
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Most Important Competencies to Business and Industry

